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8 JUL 1958

MEMORANDUM FOR: Deputy Director (Support)

25X1A9A

ATTENTION : Mr. [redacted]

SUBJECT : Annual Report on Wartime Preparation

REFERENCE : Memo dtd 10 June 1958 from DD/S to Support  
Planners of the ID/S - Subject as Above

1. This report for the fiscal year ending 30 June 1958 follows  
in the order of the factors given in the reference.

2. Summary of significant accomplishments:

a. Vital Materials Deposit Schedule

The following vital materials necessary to reestablish  
and operate the Office of Security in an emergency are stored  
at the relocation center. The OS deposit schedule which is  
up to date includes:

Microfilmed copies of:

Derogatory Information File  
Disapproved Lists  
Control Card Files  
Polygraph Interview Alphabetic Index  
"Q" Clearance File  
Investigative File Chainindex  
Alien Affairs Cases  
Record of Post Office Boxes and Covert Sites  
Confidential Correspondents Files  
IBM Listing of Identification Badge Record Cards

b. Submitted comments to the SPA-ID/S on numerous war planning  
documents originated outside the Office of Security. Particular  
attention has been given to the development of security ap-  
pendices in both theater and subordinate war plans.

c. The following documents pertaining to the Office of Security  
support during emergencies were published:

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(1) CIA Global War Plan for Clandestine Operations,  
Appendix 5 to Annex E "Security."

(2) [redacted] Subject - "Assistance in Emergency  
Situations."

d. Training in war planning and emergencies.

(1) Eleven Office of Security employees attended the  
CIA War Planning Course.

e. Security support for overseas emergencies.

(1) Security Emergency Team

A nineteen-man security team, trained and with all documentation complete, including passports, inoculations, etc., is ready to assist in the evacuation and redeployment of stations located in overseas danger areas.

(2) Maintained very close liaison with NEA, FE and WH Divisions to insure immediate security support.

(3) FE Area

a. Made arrangements to replace 130 inferior Japanese safe filing cabinets in the FE area which proved to be inadequate under riot conditions.

b. [redacted] Crisis

1. Dispatched a security advisor to the area who provided cover, documentation and safe house support in connection with CIA interest.

2. Provided a security escort for the movement of sensitive materials to the [redacted] area.

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3. Initiated plans whereby an emergency security team was dispatched to the area and removed classified files from [redacted] and [redacted] bases to [redacted] for safe storage which eliminated the necessity to destroy valuable CIA records. The team also escorted a large sum of emergency operational funds to [redacted]

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c.  Crisis

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Provided a security escort for the movement of sensitive materials to the station. Also, provided a Security Training Officer who instructed the indigenous police force in emergency tactics.

## (4) NE Area

a. Made a full inspection of the emergency plans, including evacuation, of  bases. 25X9A2

b. Provided a security escort for the movement of sensitive materials to the  area. 25X1A6A

c. Instituted action which resulted in the reduction of station classified files; also, assisted in evacuation planning and making plans for possible closing of bases.

## (5) WH Area

a. Made a full inspection of the emergency plans, including evacuation, of  bases. 25X9A2

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b. Dispatched a security officer to the  Station who provided guidance in establishing certain protective measures for the local government, and in organizing  25X1C

## (6) WE Area

Made a full inspection of the  Station emergency plan, including evacuation, and of the station wartime relocation site. 25X1A6A

f. Security officer support for overseas emergency planning.

(1) A number of Security Officers assigned for overseas duties have taken the War Planners course given by the Office of Training.

(2) The following shows a breakdown, on a regional basis, of the location and area served by security officers overseas in providing security advice and support in planning for emergencies.

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| <u>Location</u> | <u>Area Served</u> |
|-----------------|--------------------|
|                 |                    |

g. Made arrangements to have included in the Agency war planning course, a lecture on Security Considerations in Wartime Planning. Three lectures were given.

3. Status of pending actions.

a. Security program in support of war planning.

During 1957, a study was initiated to determine required actions and their practicability in quickly putting this office on a wartime support basis. The functions, within OS responsibility requiring planning action, have been defined and a comprehensive study is being made by appropriate OS elements to fully develop proposed plans, including criteria and procedures, necessary to insure adequate and timely security support. The program covers the following activities:

- (1) Covert security clearances
- (2) Staff security clearances
- (3) OS Security Officer war planning training

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- (4) OS overseas wartime T/O staffing
- (5) OS wartime personnel expansion planning
- (6) Evacuation, redeployment and local emergency plans
- (7) Headquarters security emergency plan

This plan, which is based on current Agency plans, is complete; however, additional study and planning are being given to security support in atomic emergencies.

- (8) Polygraph reserve

An in-service polygraph training program for qualified employees was developed, and a pilot program consisting of two employees was initiated and completed. The training consisted of:

5 weeks full time academic work  
7 weeks 1/2 day on job training  
2 weeks refresher course each year

The next training cycle will begin with four employees in September, 1958.

b. Security "Riot Plan"

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Completed an analysis, which was initiated last year as a result of [redacted] of weaknesses that may exist in emergency planning. Based on these findings, a "Riot Plan" was developed which shows techniques, procedures and appropriate materials for use in coping with such contingencies. This document is now being coordinated with appropriate Agency components.

c. Vital Materials Deposit Schedule item not completed.

Copy of Biographical Data Sheet or Personal History Statement and badge photograph of overt and semi-covert personnel (approximately 35% completed). This item is currently under study in connection with the consolidation and rearrangement of the Office of Security file room.

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d. Emergency destruction methods and equipment.

Research and development are continuing on methods and equipment for the emergency destruction of classified materials at field stations. A prototype of a portable ceramic-lined incinerator, suitable for office installation, having combustion increased by air jets is being made.

4. Major problems or deficiencies

In the area of wartime planning, a definite need has been experienced at headquarters for contact at a professional level with the overseas planners. In view of the potential explosive circumstances encompassing Europe, the Middle East and the Pacific areas, this office recommends the assignment of a Security Officer to the War Plans Staff, [redacted], who would furnish support and assistance to the War Planners in all phases of Security.

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5. Capability of the Office of Security to perform in time of war.

As previously indicated, this office has initiated a planning program, based on current information, to support the Agency during wartime. It is difficult to comment with assurance on the ability of the Office of Security to perform its functions without having a fairly firm list of support requirements, particularly field requirements. However, in consonance with the Clandestine Services General Plan for FY 1960, paragraph B 1.g., wherein it is assumed that Global War is not probable before or in 1960, it is anticipated that Office of Security definitive planning, by that time, will be sufficiently developed as to assure adequate and timely support. It is anticipated that the first impact of war upon the Agency will be that of rapid expansion of its personnel strength, and the protection of overseas assets, (classified data, personnel and dependents of employees). Therefore, major emphasis is being given to the capability for rapid expansion to cope with such contingencies in case of an attack prior to 1960.

Sheffield Edwards  
Director of Security

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